



The Uniform Assessment and Negotiated Service Agreement

A learning module developed by the Bureau of Facility Standards to train assisted living facility staff.

The Keys to Care



The Uniform Assessment and Negotiated Service Agreement

- ◆ The Uniform Assessment is a way to learn about a resident's status so that services can be set up to meet the resident's needs.
- ◆ If the resident is a client of the Department of Health and Welfare, the Department does the assessment.
- ◆ If the resident is private pay, the facility does the assessment.

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◆ Areas of Assessment

- Identification and background information
- Medical diagnoses
- Medical and health problems
- Prescription and over the counter medications
- Behavior needs

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◆ Areas of Assessment, Continued

- Behavior needs
- Cognitive abilities
- Functional abilities
- Level of care needed

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- ◆ The Uniform Assessment must be completed by someone who is trained to use the facility's needs assessment form.
- ◆ The Uniform Assessment must be completed within 14 days of admission.
- ◆ The Uniform Assessment must be reviewed when there is a change in resident medical condition or mental status or at least every 12 months.

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- ◆ The Uniform Assessment is used to determine if the facility can meet the needs residents.
- ◆ The Uniform Assessment is used to determine the staffing needed and special training needed for staff to care for certain residents.

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The Interim Plan of Care

- ◆ A written plan, developed by the facility for all residents, to use while the negotiated service agreement (NSA) is being completed (no later than 14 days after the resident's admission), to instruct staff in the care needed by the resident to meet their needs.
 - Developed before or upon the first day of the resident's admission.



The Uniform Assessment and Negotiated Service Agreement

- ◆ The Negotiated Service Agreement (NSA) is an agreement between the resident and the facility that explains the services the facility will provide.
- ◆ The NSA also provides instruction to staff and coordination of care to meet resident's needs.

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- ◆ The facility is responsible to develop an NSA for all residents.

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- ◆ Key elements of the NSA:
 - The NSA is based on the assessment.
 - The NSA includes the resident's needs for Activities of Daily Living.
 - The NSA includes health services.
 - The NSA includes the resident's need for medication assistance.

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- ◆ Key elements of the NSA, Continued:
 - The NSA includes the frequency of services.
 - The NSA includes the level of assistance needed by the resident.
 - The NSA includes the habilitation and training needs of the resident.
 - The NSA includes the resident's behavior management needs, with triggers & specific interventions for each behavioral symptom.

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- ◆ Key elements of the NSA, Continued:
 - The NSA reflects orders from the resident's physician or authorized provider.
 - The NSA reflects information from the resident's admission records.
 - The NSA includes the resident's need for community support systems.

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- ◆ Key elements of the NSA, Continued:
 - The NSA is based on the resident's desires.
 - The NSA includes transfer and discharge information for the resident.
 - The NSA includes services being provided by other providers.
 - The NSA includes other identified needs for the resident.



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- ◆ The NSA needs to be completed within 14 days of the resident's admission.
- ◆ The NSA must be signed and dated by the resident (or legal guardian) and the administrator.
- ◆ The NSA must include the next scheduled date for review.

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- ◆ The facility administrator must consult the resident and other relevant people when developing the NSA.
- ◆ Where applicable, licensed and professional staff will be involved in the development of the NSA.

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- ◆ Copies of the agreement must be provided to the resident or resident's guardian.
- ◆ A copy needs to be placed in the resident's record within 14 days of admission.

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- ◆ Residents must be given a choice and control of what services the facility and outside vendors will provide to the extent the resident is capable of making choices.
- ◆ These choices may not place the facility out of compliance with the type of resident that can be admitted and retained by a residential care or assisted living facility.

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- ◆ The NSA must be reviewed when there is a change in a diagnosis or other change in condition requiring a different, additional, or replacement services or at least every 12 months.

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